



# **Rio Arriba County Detention Center**

## **(RACDC) POLICY 006: RECORDS**

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The Rio Arriba County Detention facility shall implement practices to collect, organize, record, and keep management information and records that comply with state and federal detention standards, and with the requirements of the laws of the State of New Mexico and the United States.

Management information data provides administrative staff with an important source of information necessary for proper planning. Record keeping is more than a legal requirement; it is a vital source of documentation of the practices of the Rio Arriba County Detention facility. It is essential as a defense against personal liability or court action.

### **Procedure:**

1. The administration of the facility shall ensure that detention personnel are trained in all aspects of collecting, organizing, recording, and maintaining management information data related to their specific duties.
2. The administration shall ensure that detention personnel verify the accuracy of information data.
3. The administration shall review management information data and records on a regular basis that are compiled to ensure that complete, accurate, and current information is being kept by personnel.
4. Detention personnel shall not grant access of an inmate's records other than to representatives of a criminal justice agency, or any person approved by administration.
5. Detention personnel shall collaborate with criminal justice agencies in information gathering, exchange, and standardization.
6. The administration shall permit an inmate access to his/her files and records upon receiving a written request from the inmate. The inmate shall not be permitted access to investigative reports or any reports containing confidential information of which would compromise the security of the facility or any other inmate, past or present.